

**General Services Administration Federal Supply Service
Authorized Federal Supply Schedule Price List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA-Advantage!TM, a menu-driven database system. The Internet address for GSA-Advantage!TM is: <http://www.gsaadvantage.gov>

Professional Services Schedule

Industrial Group: 00CORP

Contract Number: GS-10F-0140V

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at: <http://www.fss.gsa.gov>

Contract Period: 04/13/2014 - 04/12/2019



PARTNERSHIP FOR PUBLIC SERVICE

**Partnership for Public Service
1100 New York Avenue, NW
Suite 200 East
Washington, DC 20005
Telephone: (202) 775-9111
Fax: (202) 775-8885
www.ourpublicservice.org**

Business Size/Status: Large

Prices shown herein are NET (discount deducted).

Pricelist current through A373 dated May 13, 2014



Contract Holder

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GENERAL CONTRACT INFORMATION

Table of Awarded Special Item Numbers (SINs):

Please refer to [Page 4](#) for a more detailed description

- 874-1 / 874-1RC, Integrated Consulting Services
- 874-7 / 874-7RC, Integrated Business Program Support Services

1b. Lowest Priced Model Number and Lowest Price: Please refer to our rates on

Page #13. 1c. Labor Category Descriptions: Please refer to Page #7.

2. Maximum Order: \$1,000,000.00

3. Minimum Order: \$100.00

4. Geographic Coverage: Domestic

5. Point (s) of Production: Not Applicable

6. Discount from List Price: All Prices Herein are Net

7. Quantity Discounts: None Offered

8. Prompt Payment Terms: Net 30 days

9a. Government Purchase Card *is* accepted at or below the micro – purchase threshold.

9b. Government Purchase Card *is* accepted above the micro – purchase threshold.

10. Foreign Items: None

11a. Time of Delivery: As specified on Task Order

11b. Expedited Delivery: To Be Negotiated with Ordering Agency

11c. Overnight and 2-Day Delivery: To Be Negotiated with Ordering Agency

11d. Urgent Requirement: To Be Negotiated with Ordering Agency

12. F.O.B. Point(s): Destination

13a. Ordering Address: Partnership for Public Service
Attn: GSA Orders
1100 New York Avenue NW, Suite 200 East
Washington, DC 20005

13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment Address: Partnership for Public Service
Attn: Tom Good / GSA Orders
1100 New York Avenue NW, Suite 200 East
Washington, DC 20005
15. Warranty Provision: Not Applicable
16. Export Packing Charges: Not Applicable
17. Terms & Conditions of Government Purchase Card Acceptance: Contact Contract Administrator
18. Terms and conditions of rental, maintenance, and repair: Not Applicable
19. Terms and conditions of installation (if applicable): Not Applicable
20. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices: Not Applicable
- 20a. Terms and conditions for any other services (if applicable): Not Applicable
21. List of service and distribution points (if applicable): Not Applicable
22. List of participating dealers (if applicable): Not Applicable
23. Preventative maintenance (if applicable) Not Applicable
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.): Not Applicable
- 24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at:
www.Section508.gov/
25. Data Universal Number System (DUNS) Number: 057136918
26. Partnership for Public Service *is* registered in the System for Award Management (SAM) Database.

CONTRACT OVERVIEW

GSA awarded the Partnership for Public Service a GSA Federal Supply Schedule contract for Mission Oriented Business Integrated Services (MOBIS), Contract Number GS-10F-0140V. The current contract period is 04/13/2014 - 04/12/2019. GSA may exercise a total of up to two additional five-year option periods. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

CONTRACT ADMINISTRATOR

Tim McManus, Vice President, Operations
Partnership for Public Service
1100 New York Avenue NW, Suite 200 East
Washington, DC 20008
Telephone: (202) 775-2759
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MARKETING AND TECHNICAL POINT OF CONTACT

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Telephone: (202) 775-2759
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CONTRACT USE

This contract is available for use by all federal government agencies, as a source for Mission Oriented Business Integrated Services, for worldwide use. Executive agencies, other Federal agencies, mixed-ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

CONTRACT SCOPE

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. Partnership for Public Service has been awarded a contract by GSA to provide services under the following SINs:

874-1 / 874-1RC	Integrated Consulting Services
874-7 / 874-7RC	Integrated Business Program Support Services

SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS

SIN 874-1: INTEGRATED CONSULTING SERVICES

Contractors shall provide expert advice and assistance in support of an agency's mission-oriented business functions. Services covered by this SIN include:

- Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services
- Facilitation and related decision support services
- Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings
- Advisory and assistance services in accordance with FAR 37.203

NOTE: Consulting services where the preponderance of work is specifically covered under other GSA Schedules are not permitted under this SIN; please refer to the Scope of Work in Part I of the MOBIS solicitation for further information.

SIN 874 7: INTEGRATED BUSINESS PROGRAM SUPPORT SERVICES

Contractors shall provide services to assist agencies in managing their mission-oriented business projects or programs and achieving mission performance goals. Services covered by this SIN include:

- All phases of program or project management, from planning to closeout
- Operational/administrative business support services in order to carry out program objectives

NOTE 1: Program support services where the preponderance of work is specifically covered under other GSA Schedules are not permitted under this SIN; please refer to the Scope of Work in Part I of the MOBIS solicitation for further information.

NOTE 2: Administrative support services are authorized under this SIN; however, they must be provided in conjunction with other professional business services covered under this Schedule and must be performed under the supervision of the contractor's Project or Program Manager. Personal services as defined in FAR are prohibited under MOBIS.

INSTRUCTIONS FOR PLACING ORDERS FOR SUPPLIES BASED ON GSA SCHEDULE FIXED PRICES

GSA provides a streamlined, efficient process for ordering the supplies you need. GSA has already determined that the Partnership for Public Service's prices are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

Order under the Micro-Purchase Threshold (\$3,000)
<ul style="list-style-type: none"> Select the contractor best suited for your needs and place the order.
Orders in-between the Micro-Purchase Threshold (\$3,000) and the Simplified Acquisition Threshold (\$150,000)
<ul style="list-style-type: none"> Prepare a SOW or PWS in accordance with FAR 8.405-2(b). Prepare and send the RFQ (including SOW and evaluation criteria) to at least three GSA Schedule contractors. Evaluate, then make a "Best Value" determination. <p>Note: The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.</p>
Orders over the Simplified Acquisition Threshold (\$150,000)
<ul style="list-style-type: none"> Prepare the RFQ (including the SOW and evaluation criteria) and post on eBuy to afford all Schedule contractors the opportunity to respond, or provide the RFQ to as many Schedule contractors as practicable, consistent with market research, to reasonably ensure that quotes are received from at least three contractors. Seek price reductions. Evaluate all responses and place the order, or establish the BPA with the GSA Schedule contractor that represents the best value (refer to FAR 8.405-2(d)). <p>Note: The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.</p>

Developing a Statement of Work (SOW)

In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

Preparing a Request for Quote (RFQ)

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA's electronic RFQ system, e-Buy

BLANKET PURCHASE AGREEMENT

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (*e.g.* estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.

LABOR CATEGORY DESCRIPTIONS

Experience Substitutions Methodology:

Bachelor's Degree + 2 years additional experience is equivalent to a Master's Degree
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Education Substitutions Methodology:

A Ph.D. may be substituted for 3 years of required experience with a Master's Degree or 4 years with a Bachelor's Degree.

A Master's Degree may be substituted for 2 years of required experience with a Bachelor's Degree.

Relevant SIN(s): 874-1 / 874-1RC and 874-7 / 874-7RC

Title: Principal

Minimum Education Level: Master's Degree.
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Minimum Experience Requirements: 17 years
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Substitution Methodology: See above
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Functional Duties/ Responsibilities: Provides strong executive level management and direction. Works with Program and Project Managers to monitor quality and risk, identify potential issues and overall project problem areas, and designs a strategy for addressing them. Serves in an advisory capacity providing members of the project team and the client organization a level of quality review to ensure clients and projects receive the appropriate support and resources required to deliver quality products and services.
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Relevant SIN(s): 874-1 / 874-1RC and 874-7 / 874-7RC

Title: Consultant V

Minimum Education Level: Master's Degree.
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Minimum Experience Requirements: 17 years
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Substitution Methodology: See above
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Functional Duties/ Responsibilities: Displays expert and innovative use of concepts and principles related to program evaluation or survey research. Contributes to advanced methods and techniques in the fields of program evaluation and survey research such as designing educational studies or survey research projects, selecting the appropriate theoretical perspective, and helping to organize the work. Is able to conceptualize, coordinate, and carry on difficult program evaluation or survey research projects. Manages resources, and monitors progress to ensure successful project completion. Meets and confers with customer management officials regarding the status of specific contracts. Participates in stakeholder briefings.

Relevant SIN(s): 874-1 / 874-1RC and 874-7 / 874-7RC

Title: Director

Minimum Education Level: Master's Degree.
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Minimum Experience Requirements: 16 years
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Substitution Methodology: See above
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Functional Duties/ Responsibilities: Performs overall management role at the highest level of the project. Directs the planning and production of all contract support activities. Has authority and responsibility to identify and commit resources required to support the program. Establishes and alters management structure to direct effective contract support activities. Serves as a strategic director providing members of the project team and the client organization a level of quality review to ensure clients and projects receive the appropriate support and resources required to deliver quality products and services. Responsible for strategic plans for all personnel and project activities to ensure deliverables are met on multiple concurrent contracts or projects. Oversees and approves all budgets and personnel management project team staff.

Relevant SIN(s): 874-1 / 874-1RC and 874-7 / 874-7RC

Title: Subject Matter Expert III

Minimum Education Level: Bachelor's Degree.

Minimum Experience Requirements: 11 years

Substitution Methodology: See above

Functional Duties/ Responsibilities: Provides expert independent services and leadership in specialized technical areas. Develops and executes complex technical tasks, applies analytical problem solving methodologies, technical direction, interfaces with client and/or prime contractor representatives, and effectively allocates resources. Has specialized experience in planning, evaluating, directing, and coordinating research and development projects.

Relevant SIN(s): 874-1 / 874-1RC and 874-7 / 874-7RC

Title: Sr. Program Manager II

Minimum Education Level: Bachelor's Degree.

Minimum Experience Requirements: 18 years

Substitution Methodology: See above

Functional Duties/ Responsibilities: Responsible for planning and coordinating activities of project personnel to ensure project deliverables on multiple concurrent projects are met. Plans, organizes, staffs, directs and manages performance of work for task orders for a project. Reviews and approves all deliverables and monitors the quality of team members. Responsible for management, budgetary and administrative aspects of the project.

Relevant SIN(s): 874-1 / 874-1RC and 874-7 / 874-7RC

Title: Technical Writer IV

Minimum Education Level: Bachelor's Degree.

Minimum Experience Requirements: 8 years

Substitution Methodology: See above

Functional Duties/ Responsibilities: Prepares brochures, survey reports, training materials, and reports working under general direction and subject to deadlines and heavy workload. Edits documents that have been prepared by staff to ensure that organization, vocabulary, and development is clear, logical, and meaningful to those with less subject matter knowledge than the authors. Combines reports and papers from several authors, determining the relationships of each component part to the whole, to produce final products that are clear, logically organized, and presented in a uniform style. Reviews

complex and lengthy material and prepares written or oral summaries that are easily understood by all audiences.

Relevant SIN(s): 874-1 / 874-1RC and 874-7 / 874-7RC

Title: Program Manager III

Minimum Education Level: Bachelor's Degree.

Minimum Experience Requirements: 14 years

Substitution Methodology: See above

Functional Duties/ Responsibilities: Coordinates activities of project personnel to ensure project deliverables are met; plans, organizes, staffs, directs and manages performance of work for task orders for a project. Reviews and approves all deliverables and monitors the quality of team members. Responsible for management, budgetary and administrative aspects of the project.

Relevant SIN(s): 874-1 / 874-1RC and 874-7 / 874-7RC

Title: Functional Analyst I

Minimum Education Level: Bachelor's Degree

Minimum Experience Requirements: 2 year

Substitution Methodology: See above

Functional Duties/ Responsibilities: Knowledgeable in computer based documentation, presentation techniques, and word processing. Integrates inputs from various sources to create a cohesive product. Prepares both graphical and narrative presentation material for reporting survey results, project objectives and stakeholders briefings

Relevant SIN(s): 874-1 / 874-1RC and 874-7 / 874-7RC

Title: Database Manager I

Minimum Education Level: Bachelor's Degree.

Minimum Experience Requirements: 10 years

Substitution Methodology: See above

Functional Duties/ Responsibilities: Leads, develops, makes recommendations and motivates a team of project managers and analysts to design, execute and analyze data requirements to contribute to the overall strategic objectives of a project.

Relevant SIN(s): 874-1 / 874-1RC and 874-7 / 874-7RC

Title: Technical Writer II

Minimum Education Level: Bachelor's Degree.

Minimum Experience Requirements: 4 years

Substitution Methodology: See above

Functional Duties/ Responsibilities: Prepares brochures, survey reports, training materials, and reports working under general direction and subject to deadlines and heavy workload. Edits documents that have been prepared by staff to ensure that organization, vocabulary, and development is clear, logical, and meaningful to those with less subject matter knowledge than the authors. Combines reports and papers from several authors, determining the relationships of each component part to the whole, to produce final products that are clear, logically organized, and presented in a uniform style. Reviews

complex and lengthy material and prepares written or oral summaries that are easily understood by all audiences.

Relevant SIN(s): 874-1 / 874-1RC and 874-7 / 874-7RC

Title: Associate Manager

Minimum Education Level: Bachelor's Degree.

Minimum Experience Requirements: 4 years

Substitution Methodology: See above

Functional Duties/ Responsibilities: Provides knowledge and experience relevant in program management, facilitation, survey, analysis, and related activities. Applies intermediate knowledge of the subject matter to solve. Participates in teams with business requirement development and analysis, evaluation and implementation of systems or processes. Plans, designs, and conducts programs and events. Exercises discretion and independent judgment on the analysis, planning, and/or implementation of important program initiatives. Oversees budget development and contract implementation. Prepares briefings, reports, program evaluation analysis and presents findings to other staff and senior leaders.

Relevant SIN(s): 874-1 / 874-1RC and 874-7 / 874-7RC

Title: Program Associate

Minimum Education Level: Bachelor's Degree.

Minimum Experience Requirements: 2 years

Substitution Methodology: See above

Functional Duties/ Responsibilities: Provides project and program support by planning, implementing, and executing projects while working with experts and staff. Assists in data collection, management, and analysis of technical projects, provides internet research, writing, prepares reports, and presents findings. Leads the administration analysis and reporting of surveys. Provides logistics and event management support. Prepares invoices, contract and budget documents.

Relevant SIN(s): 874-1 / 874-1RC and 874-7 / 874-7RC

Title: Consultant I

Minimum Education Level: Bachelor's Degree.

Minimum Experience Requirements: 4 years

Substitution Methodology: See above

Functional Duties/ Responsibilities: Provides consulting services by planning, implementing, and executing projects while working with other experts and staff. Assists in data collection, management, and analysis of technical projects, provides internet research, writing, prepares reports, and presents findings. Also plans, designs and develops surveys and leads the administration analysis and reporting of surveys.

Relevant SIN(s): 874-1 / 874-1RC and 874-7 / 874-7RC

Title: Consultant II

Minimum Education Level: Bachelor's Degree.

Minimum Experience Requirements: 6 years

Substitution Methodology: See above
Functional Duties/ Responsibilities: Provides consulting services by planning, implementing, and executing projects while working with other experts and staff. Assists in data collection, management, and analysis of technical projects, provides internet research, writing, prepares reports, and presents findings. Also plans, designs and develops surveys and leads the administration analysis and reporting of surveys.

Relevant SIN(s): 874-1 / 874-1RC and 874-7 / 874-7RC
Title: Trainer II
Minimum Education Level: Bachelor's Degree.
Minimum Experience Requirements: 6 years
Substitution Methodology: See above
Functional Duties/ Responsibilities: Serves as lead instructor delivering customized business training and coaching services to teams of executives and program managers; conducts and administers surveys. Formulates and provides overall direction for the training/development activities within the task. Works with functional analysts (subject matter experts), vendors, and clients to ensure that scope and depth of training/development activities are current and appropriate to client's requirements. Develops criteria for evaluating the effectiveness of the activities. Updates course curricula and documentation on a continuous basis to ensure timeliness, relevance, and contractual compliance. Conducts formal classroom courses, workshops, and seminars. Formulates and provides overall direction for the training/development activities within a program.

Relevant SIN(s): 874-1 / 874-1RC and 874-7 / 874-7RC
Title: Trainer I
Minimum Education Level: Bachelor's Degree.
Minimum Experience Requirements: 4 years
Substitution Methodology: See above
Functional Duties/ Responsibilities: Serves as instructor delivering customized business training and coaching services to teams of executives and program managers; conducts and administers surveys. Formulates and provides overall direction for the training/development activities within the task. Works with functional analysts (subject matter experts), vendors, and clients to ensure that scope and depth of training/development activities are current and appropriate to client's requirements. Develops criteria for evaluating the effectiveness of the activities. Updates course curricula and documentation on a continuous basis to ensure timeliness, relevance, and contractual compliance. Conducts formal classroom courses, workshops, and seminars. Formulates and provides overall direction for the training/development activities within a program.

**HOURLY RATES FOR SERVICE
SIN 874-1 / 874-1RC NAD 874-7 / 874-7RC**

GSA Labor Category	04/13/15 - 04/12/16	04/13/16 - 04/12/17	04/13/17 - 04/12/18	04/13/18 - 04/12/19
Principal	\$305.02	\$310.20	\$315.48	\$320.84
Consultant V	\$173.87	\$176.82	\$179.83	\$182.89
Sr. Program Manager II	\$106.17	\$107.98	\$109.82	\$111.68
Program Manager III	\$62.63	\$63.69	\$64.77	\$65.88
Director	\$112.76	\$114.68	\$116.63	\$118.61
Database Manager I	\$49.77	\$50.62	\$51.48	\$52.35
Subject Matter Expert III	\$115.41	\$117.37	\$119.37	\$121.40
Consultant I	\$32.41	\$32.96	\$33.52	\$34.09
Consultant II	\$38.26	\$38.91	\$39.57	\$40.24
Technical Writer II	\$47.99	\$48.81	\$49.64	\$50.48
Technical Writer IV	\$74.10	\$75.36	\$76.64	\$77.94
Trainer I	\$32.41	\$32.96	\$33.52	\$34.09
Trainer II	\$38.91	\$39.57	\$40.24	\$40.93
Functional Analyst I	\$55.45	\$56.39	\$57.35	\$58.32
Associate Manager	\$43.36	\$44.10	\$44.85	\$45.61
Program Associate	\$39.58	\$40.25	\$40.94	\$41.63

Rates include 0.75% IFF (Industrial Funding Fee) and annual escalation of 1.7%

*The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.